Corporate Waste Management Policy—Employee Purchase of Used/Idle Computer Equipment—Transition Programs

DOCUMENT IDENTIFIER: A-DG-ELCP758-04-0000 Rev A, 23-Oct-1992

ABSTRACT: The purpose of this policy is to establish a process for employees to purchase used/idle computer equipment as authorized by specific company transition programs.

APPLICABILITY: This document applies worldwide, as authorized under the following programs: Transition Financial Support Option (TFSO), Special Early Retirement Program (SERP), Engineers to Education Program.

STATUS: APPROVED 23-Oct-1992; use VTX SMC for current status.

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Corporate Waste Management Policy—Employee Purchase of Used/Idle Computer Equipment—Transition Programs

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APPROVAL: This document has been approved by the Manager of the Waste Management group.

Ron Caudell - Waste Management

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1 OBJECTIVE

The purpose of this policy is to establish a process for employees of Digital Equipment Corporation to purchase used/idle computer equipment as authorized under specific transition programs of the Corporation.

2 SCOPE

This policy applies worldwide as authorized under the following programs.

- Transition Financial Support Option (TFSO)
- Special Early Retirement Program (SERP)
- Engineers to Education Program

3 POLICY

This policy provides an opportunity for employees, eligible under the aforementioned programs, to purchase used/idle computer equipment for their use under the following conditions.

- Applicable equipment must have a zero book value.
- Applicable equipment must be limited to *personal use* equipment.
- Employees may purchase no more than two *personal use* systems.
- Employees must sign and agree to Attachment A of this document.
- A Digital Services representative must remove all third-party software to comply with existing license agreements.
- The employee shall pay a purchase fee, which reimburses the Corporation for administrative costs and Digital Services expenses.

4 PROCEDURE FOR EMPLOYEES

This process is to be used by employees authorized under one of the programs listed in head 2.

1. Refer to the List of Applicable Used/Idle Computer Equipment in the *Corporate Waste Management Policies and Procedures Manual*, Reference Documents section (type VTX WASTE or see Attachment D of this document). Exceptions to this list require the written approval of the vice president for the cost center.
2. Provide your manager with a detailed listing of all equipment that you intend to purchase (see Attachment B).
3. Complete the Used/Idle Computer Equipment Employee Purchase Program Terms and Conditions document (see Attachment A).
4. Provide your manager with a copy of this complete package of documents (Attachments A and B).
5. Confirm with your manager that the used/idle computer equipment meets the requirements of this policy.
6. Agree with your manager on the total fee based on the price listing. (Refer to the List of Applicable Used/Idle Computer Equipment.)

7. Obtain the appropriate signatures on the Used/Idle Computer Equipment Purchase Terms and Conditions document (Attachment A).

NOTE

The employee process must be completed no later than the last day worked.

5 PROCEDURE FOR COST CENTER MANAGER

This process is to be used by cost center managers.

1. Ensure that the used/idle computer equipment to be purchased by the employee is approved. Refer to the List of Applicable Used/Idle Computer Equipment in the *Corporate Waste Management Policies and Procedures Manual*, Reference Documents section (type VTX WASTE or see Attachment D of this document).
2. Confirm that the used/idle computer equipment has a zero book value.
3. Ensure that the used/idle computer equipment is limited to *personal use* equipment.
4. Ensure that the employee is purchasing no more than the equivalent of two *personal use* systems.
5. Ensure that the employee has completed and signed the Used/Idle Computer Equipment Employee Purchase Program Terms and Conditions (Attachment A).
6. Collect a check for the appropriate amount of the transaction, made payable to Digital Equipment Corporation.
7. After the sale is complete, contact the local Finance resource to ensure that the appropriate capital asset write-off forms have been processed.
8. Forward the funds from the purchase to U.S. Cashier, MSO1-1/J29, 111 Powdermill Rd., Maynard, MA 01754-1499, along with a cover memo including:
   - Cost center manager's name, telephone number, electronic mail address
   - Employee's name
   - Check number and amount of check
   - Cost center and account number to receive credit

6 RESPONSIBILITIES

The responsibilities of personnel involved in the Used/Idle Computer Equipment Employee Purchase Program are addressed in this head.

TRANSITION PROGRAM MANAGERS:

- Follow the guidelines in Attachment C of this document.
- After inserting the program name, dates, and any special contact names, provide a copy of the guidelines to the eligible employee.
- Contact the Corporate Idle Asset Manager (Waste Management) to confirm the availability of the equipment.

CORPORATE IDLE ASSET MANAGER:

- Review and update this policy as required.

- Update the list of available equipment based on preapproved disposition lists, and so on.

COST CENTER MANAGER:

- Ensure that the requirements of this policy are met.

ELIGIBLE EMPLOYEE:

- Follow the procedures in head 4 of this policy.

ATTACHMENT A

Digital Equipment Corporation Used/Idle Computer Equipment Employee Purchase Program Terms and Conditions

Following are the terms and conditions under which Digital Equipment Corporation agrees to sell and/or license and the employee agrees to buy and/or license equipment and software (products) that are the subject of this sales agreement. This Used/Idle Computer Equipment Employee Purchase Program is a service for Digital employees. Products purchased through this program can only be purchased for Digital employees and their immediate families. Products cannot be purchased for resale or for individuals or organizations outside of the employee's immediate family. All shipments must be to the employee's home address.

1. TAXES

   Prices are exclusive of all sales, use, and like taxes. The employee is responsible for all applicable taxes.

2. PAYMENT

   Payment may be by personal check (up to $300.00), bank cashier's check, or money order (for amounts over $300.00). The employee's name must be imprinted on a personal check. All checks must be made out to DIGITAL EQUIPMENT CORPORATION. The amount of the check must equal the total purchase price of the item being ordered, plus any applicable sales/use taxes. The employee's badge number should also be written on the check.

3. EXPORT

   United States export laws prohibit exporting any product directly or indirectly without first obtaining a license from the United States Government. If the employee plans to export (move) the products outside the United States, the employee should contact the manager of Digital's Export Services group for further information and assistance.

4. LIMITATION OF LIABILITY

   Digital will not be liable, in any event, for any damages including loss of data, profits or savings, claims against the employee by any other party of any other incidental or consequential damages arising out of the employee's use of or inability to use the products, even if Digital is advised of the possibility of such damages.

   INSTALLATION

   Installation of the products is the employee's responsibility.

   WARRANTY

   - Warranty Exclusions

     All products furnished under this agreement are provided *as is*. Digital disclaims, without limitation, the warranties of merchantability and fitness for a particular purpose. In no event will Digital be liable to the employee for any damages whatsoever, including but not limited to, special, indirect or consequential damages. This limitation is, however, without prejudice to claims by the employee for personal injury suffered by the employee.

- Application Software

  No provisions have been made to license any third-party application software previously residing on used equipment. All third-party application software has been deleted from the system as certified by a Digital Services representative in accordance with the Digital Used/Idle Computer Equipment Employee Purchase Program policy.

- Limitations

  These warranty exclusions and this exclusion of any implied warranties, including warranties of merchantability and fitness for a particular purpose, are made part of this agreement because the products being sold are products that have been used extensively by Digital internally.

5. SOFTWARE PRODUCT LICENSE

All Digital software residing on used equipment at the time of sale is furnished under the following terms and conditions.

- All Digital software residing on the used equipment at the time of sale is licensed to the employee for personal use and may not be transferred.
- The software and any part thereof may be used on only the single personal computer in which the software was installed at the time of purchase and may be copied in whole or in part (with the proper inclusion of the Digital copyright notice and any Digital proprietary notices on the software) only for use on such personal computer.
- In the event that an equipment malfunction occurs in the above single personal computer causing the software to become inoperable on such single personal computer, the software (or a copy thereof) may be used on another single personal computer on a temporary basis during such malfunction.
- The employee shall not provide or otherwise make available the software or any part of copies thereof in any form to any third party except for authorized use of the employee's personal computer.
- No title to, or ownership of, the software or any parts thereof is transferred to the employee.
- Digital shall have the right to terminate any software license granted under this agreement if the employee fails to comply with these license terms and conditions. The employee agrees, upon notice of such termination, to immediately destroy the software provided under such terminated license and all portions and copies thereof.

DIGITAL AND PURCHASER ACKNOWLEDGE THAT EACH HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS CONTAINED IN THIS SALE CONTRACT. BOTH DIGITAL AND PURCHASER FURTHER AGREE THAT THIS SALE CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND THAT BOTH AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS CONTAINED HEREIN. NO DEVIATION FROM THIS SALE CONTRACT SHALL BE BINDING UNLESS IN WRITING AND SIGNED BY THE PARTY AGAINST WHOM THE DEVIATION IS SOUGHT TO BE ENFORCED.

THE ITEMS ON THE ATTACHED REQUEST FORM ARE COVERED BY THIS AGREEMENT.

_____	_____	_____	_____
EMPLOYEE/PURCHASER SIGNATURE	Date	DIGITAL EQUIPMENT CORPORATION (AUTHORIZED SIGNATURE)	Date
_____			
EMPLOYEE/PURCHASER NAME – PRINTED			
_____		_____	
EMPLOYEE/PURCHASER ADDRESS		DIGITAL ADDRESS	
_____		_____	

ATTACHMENT B

Request to Purchase Used/Idle Computer Equipment

Employee Name: _____ Cost Center: _____

Badge #: _____ Location: _____

Cost Center Manager: _____

	Equipment Description	Fee	Serial #	Asset Tag #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

FINANCE VERIFICATION:

Equipment is available and at zero book value. _____ _____

Finance Date

Check Amount: $_____.___ Check Date: _____ Check Number: _____

ATTACHMENT C

Procedure to Sell Used/Idle Computer Equipment to Employees—Transition Programs

(Insert Program Name)

Employees eligible under this program will be provided an opportunity to purchase equipment for their use under the following conditions.

- Equipment must have a zero book value.
- Equipment is limited to *personal use* equipment.
- Employees may purchase no more than two *personal use* systems.
- Employees must sign and agree to the attached Used/Idle Computer Equipment Employee Purchase Program Terms and Conditions.
- A Digital Services representative must remove all third-party software to comply with existing license agreements.
- The employee shall pay a purchase fee, which reimburses the Corporation for administrative costs and Digital Services expenses.

ATTACHMENT D

List of Applicable Used/Idle Computer Equipment

CATEGORY/ITEM	FEE
Personal Computers:	$100.00 each
- Rainbow - DECmate I, II & III - PRO 350 and PRO 380 - VAXmate PC500 - DECstation (2XX Series)	
- DECstation (316 Series)	250.00 each
Printers:	75.00 each
- LA50 - LA75 - LA100 - LN03 (older version; not + or R) - LVP16 Plotter	
Modems: (Older of series)	50.00 each
Terminals:	50.00 each
- VT1XX - VT2XX	
Terminal/printer stand sold with items:	10.00 each

LIMIT Two units per category:

- Personal Computers
- Personal Printers
- Modems
- Terminals

NOTE: This list is subject to frequent changes. Check VTX WASTE for current list. Exceptions to this list require the written approval of the vice president for the cost center.

APPENDIX A REFERENCED DOCUMENTS

A.1 Digital Documents

Document Number	Document Title
	Corporate Waste Management Policies and Procedures Manual

A.2 Ordering Information

The *Corporate Waste Management Policies and Procedures Manual* is available on VTX. Type VTX WASTE.

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